

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. 018/2020**

<b>Title of Post</b>	<b>Resettlement Associate</b>	<b>Category/grade</b>	<b>General Service, G6</b>
<b>Post Number</b>	<b>10028930</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Kampala, Uganda</b>	<b>Date of Issue</b>	<b>8 October 2020</b>
<b>Effective date of assignment</b>	<b>1 January 2021</b>	<b>Closing Date</b>	<b>21 October 2020</b>

**Operational Context:**

Uganda has a refugee population of over 1.4 million with a majority of South Sudanese and Congolese refugees. Resettlement operation in Uganda is one of the largest in Africa and resettlement activities are conducted in 6 different locations. Kampala (extension) is one of them.

The candidate will conduct resettlement interviews for cases referred by the protection and medical panels.

The candidate will have a good understanding of the Refugee Status Determination, protection and more specifically child protection principles, and a good experience working with V3 and V4 proGres database.

The candidate will need to be able to work under pressure, be organized and bound by strict deadlines. The candidate will have a high level of accountability taking responsibility for the case until it departs, as well for liaising with protection for follow up actions.

Resettlement in Uganda is very sensitive and requires a good knowledge of UNHCR integrity guidelines guiding case management.

**Duties:**

- Interview, assess resettlement needs, and process persons identified for resettlement, following established procedures; undertake field missions as required.
- Where applicable, review and assess special resettlement cases and prepares individual submissions for presentation to resettlement countries; keep offices informed on the status of special resettlement cases; liaise with offices on case processing and provide advice as required.
- Comply with UNHCR's standard operating procedures on resettlement, ensuring timely action on cases.
- Follow up on status of cases from submission to departure; ensure effective in-country communication on the status and follow-up on persons of concern (PoC) being considered for resettlement; ensure that records on individual cases are kept up-to-date.
- Provide PoC and partners with up-to-date and accurate information on UNHCR's resettlement policies and procedures.
- Assist in monitoring the quality of submissions, providing the concerned staff with basic guidance and advice.

- Manage, maintain and update proGres or Consolidated Online Resettlement Tracking System (CORTS) database and provide technical support.
- Coordinate travel and departure arrangements for refugees accepted for resettlement.
- Organize logistical support for governments undertaking resettlement missions.
- Maintain accurate resettlement statistics as well as up-to-date records on individual cases; assist in the preparation of reports.
- Assist with preparing a strategy and budget for resettlement activities and monitoring expenditures.
- Provide administrative support for resettlement-related training activities.
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Assist in mitigating resettlement fraud through oversight (including in-country travel), advice and guidance).
- Recommend cases that are eligible for resettlement consideration.
- Provide counselling to PoC.
- Perform other related duties as required.

### **Essential Minimum Qualifications and Experience:**

- Completion of High school diploma is required.
- Minimum 6 years of previous job experience relevant to the function is required.
- Knowledge of English is required.

### **Desirable Qualifications & Competencies:**

- Completion of certificates or licence in international law or International Relations is desirable.
- Good knowledge of UNHCR Resettlement policies and operational applications in different resettlement countries and situations is desirable.
- Completion of UNHCR specific learning/training activities (e.g., PLP and RSD/Resettlement Learning Programme, resettlement anti-fraud workshop) is desirable.

### **Required Competencies:**

#### **Core Competencies**

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

#### **Cross-Functional Competencies**

- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

### **Eligibility:**

**Group I candidates:** Interested staff members should consult the Recruitment and Assignment of Locally Recruited staff (RALS).

Group I comprise current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

**Group II candidates:** comprises candidates that have previously been vetted and notified after applying to the Group II general profile pool at the date of publishing this vacancy notice.

**External candidates:** are candidates who are not in Group 1 or Group 2.<sup>1</sup>

If you have questions regarding your eligibility, you may also contact the HR Unit.

#### **Remuneration:**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

#### **Submission of Applications:**

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet is attached.

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

*Refugees – who cares? We Do*

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<sup>1</sup> Completed and relevant university education can count as maximum 50% of the required years of work experience.